

KSAs
Budget Analyst
GS-560-09

1. Knowledge of federal budget methods, practices, procedures, regulations, and other guides in order to perform routine continuing assignments in the areas of budget formulation, presentation, and execution.
2. Ability to extract, review, and analyze numerical information such as monthly expense statements, budget requests, cost estimates in order to prepare reports and analyses.
3. Ability to gather, review and consolidate narrative information and statistical data to formulate and present budget requests.
4. Skill in preparing preliminary budget estimates; reviewing and recommending approval, disapproval or modification of budget execution documents.

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Budget Analyst, GS-0560-09

Organizational Location ED/SFA/Students Channel/Immediate Office of the General Manager

Weights established by Jennifer Douglas

Date xxx

<u>KSA</u>	<u>Weight</u>
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3. Ability to gather, review and consolidate narrative information and statistical data to formulate and present budget requests.	
4. Skill in preparing preliminary budget estimates; reviewing and recommending approval, disapproval or modification of budget execution documents.	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Jennifer Douglas, General Manager, Students Channel
Building and Room # ROB-3, Room 5050 Telephone 202-708-9951

KSA #1 Title: Knowledge of federal budget methods, practices, procedures, regulations, and other guides in order to perform routine continuing assignments in the areas of budget formulation, presentation, and execution.

Points

Points: 4 SUPERIOR knowledge is indicated by: Extensive knowledge of federal budget methods, practices, procedures, regulations in order to perform routine continuing assignments in the areas of budget formulation, presentation, and execution to present to management.

Points: 3 HIGHLY SATISFACTORY knowledge is indicated by: Knowledge of federal budget methods, practices, procedures, regulations in order to perform routine continuing assignments in the areas of budget formulation, presentation, and execution to present to management.

Points: 2 SATISFACTORY knowledge is indicated by: Knowledge of federal budget methods, practices, procedures, regulations in order to perform routine continuing assignments.

Points: 1 BARELY ACCEPTABLE knowledge is indicated by: Knowledge of federal budget methods, practices, procedures, regulations.

Signature: _____ Date: _____

KSA #2 Title: Ability to extract, review, and analyze numerical information such as monthly expense statements, budget requests, cost estimates in order to prepare reports and analyses.

Points

Points: 4 SUPERIOR skill is indicated by: Ability to extract, review, and analyze numerical information such as monthly expense statements, budget requests, cost estimates in order to prepare reports and analyses. Ability to pay attention to detail and work with numbers.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Ability to extract and review numerical information such as monthly expense statements, budget requests, cost estimates in order to prepare reports and analyses. Ability to pay attention to detail and work with numbers.

Points: 2 SATISFACTORY skill is indicated by: Ability to extract and review numerical information such as monthly expense statements, budget requests, cost estimates in order to prepare reports and analyses.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Ability to extract and review numerical information.

Signature: _____ Date: _____

KSA #3 Title: Ability to gather, review and consolidate narrative information and statistical data to formulate and present budget requests.

Points

Points: 4 SUPERIOR ability is indicated by: Ability to gather, review and consolidate narrative information and statistical data to formulate and present budget requests to Students Channel management.

Points: 3 HIGHLY SATISFACTORY ability is indicated by: Ability to gather, review and consolidate narrative information and statistical data to assist with formulating and presenting budget requests to Students Channel management.

Points: 2 SATISFACTORY ability is indicated by: Ability to gather, review and consolidate narrative information and statistical data.

Points: 1 BARELY ACCEPTABLE ability is indicated by: Ability to gather narrative information and statistical .

Signature: _____ Date: _____

KSA #4 Title: Skill in preparing preliminary budget estimates; reviewing and recommending approval, disapproval or modification of budget execution documents.

Points

Points: 4 SUPERIOR skill is indicated by: Extensive experience in preparing preliminary budget estimates; reviewing and recommending approval, disapproval or modification of budget execution documents.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Experience in preparing preliminary budget estimates; reviewing and recommending approval, disapproval or modification of budget execution documents.

Points: 2 SATISFACTORY skill is indicated by: Some experience in preparing preliminary budget estimates; reviewing and recommending approval, disapproval or modification of budget execution documents.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Limited experience in preparing preliminary budget estimates.

Signature: _____ Date: _____